

**CALIFORNIA CORRECTIONS STANDARDS AUTHORITY
MONTHLY REPORT ON THE DETENTION OF MINORS- 2007**

*All law enforcement agencies that detain minors in secure or non-secure detention are required to submit this report.
Instructions and definitions are attached.*

SECTION I.

Agency Name:		Date:	
Facility Name:			
Facility Address:		Zip Code:	
County:		Jurisdiction:	<input type="checkbox"/> City <input type="checkbox"/> County

SECTION II.

PLEASE CHECK THE MONTH THAT IS BEING REPORTED											
January	February	March	April	May	June	July	August	September	October	November	December

MINORS DETAINED IN THIS FACILITY DURING THE MONTH										YES*	NO
Were minors detained in this facility during the reporting month?											

***If YES, proceed to Sections III, IV & V; if NO, skip to Section V; date and return the form to the CSA.**

**** Please note-the numbers in Section III and IV are separate and NOT cumulative****

SECTION III. Delinquent Minors (WIC 602) in Detention

	Secure Detention	Reason for 6 hr. rule violation	Non-Secure Detention	Reason for 6 hr. rule violation
Number of minors held 6 hours or less				
Number of minors held <u>over</u> 6 hours				
Total number of delinquent minors held				

SECTION IV. Status Offenders (WIC 601) and Nonoffenders (WIC 300) in Secure Detention

****THIS IS A NEW SECTION****

	Secure Detention
Number of status offenders (WIC 601) held in secure detention	
Number of nonoffenders (WIC 300) held in secure detention	

SECTION V.

Print or Type Name of Reporting Person		
Title	Telephone No.	Date
Print or Type Name of Department Head		
Title	Telephone No.	Date

Return completed form to Attn: Report Analyst by fax (916) 327-3317
By mail to: Corrections Standards Authority, 600 Bercut Drive, Ste. A, Sacramento CA 95814
Or by email: Analyst@cdr.ca.gov questions (916) 445-5073

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INSTRUCTIONS

GENERAL INSTRUCTIONS

The Juvenile Justice and Delinquency Prevention Act of 2002 (JJDP)¹ requires the CSA to monitor facilities that hold minors in detention for compliance with three core requirements:

- 1. Deinstitutionalization of Status Offenders** (JJDP Section 223 (a) [11])
Minors who are charged with only a status offense (Welfare and Institutions Code [WIC] § 601) or who are nonoffenders (WIC § 300) must not be held in secure detention.
- 2. Separation** (JJDP Section 223 (a) [12])
Minors held in secure detention must not come into sight or sound contact with adult offenders.
- 3. Jail Removal** (JJDP Section 223 (a) [13])
Delinquent minors (WIC § 602) must not be held in secure detention for more than **six (6) hours** pending investigation, processing and release.

In accordance with the JJDP, the CSA is required to submit the number of minors held in secure detention over six hours annually to the Office of Juvenile Justice and Delinquency Prevention (OJJDP).

Additionally, Welfare and Institutions Code (WIC) Sections 209 and 210.2 mandates the CSA to conduct surveys of law enforcement agencies on the processing of minors to ensure compliance with WIC Section 207.1(d) and applicable Title 15 minimum standards.

Law enforcement facilities that contain a lockup, jail, temporary holding facility, or cuffing fixture and detain minors in their facility will need to complete a Monthly Report on the Detention for Minors– 2007 for each month in the calendar year 2007. This will assist the CSA with data collection and submission requirements.

- Please complete and return this form to the CSA by the 10th of each month. A form must be completed for each month, even if no minors were detained.
- If no minors were detained during the month, complete only Sections I and II, date and return the form.
- If one or more minors were detained for any length of time during the month, complete all sections, date and return the form.
- In the spaces provided at the bottom of the form (Section V), provide the name, title, telephone number and date for **both** the reporting person and the department head.
- Forms may be downloaded from our website at:
http://www.cdcr.ca.gov/DivisionsBoards/CSA/minors_lockups.htm
- Please fax (916) 327-3317 or mail all completed surveys to:

Corrections Standards Authority
Attn: Report Analyst
600 Bercut Drive, Ste. A
Sacramento, CA 95814

- Completed surveys may also be **emailed** to: Analyst@cdcr.ca.gov
- If you have any questions regarding the *Monthly Report on the Detention of Minors – 2007*, please contact Allison E. Ganter, Field Representative, Corrections Standards Authority, at (916) 323-8617 or email at allison.ganter@cdcr.ca.gov.

¹ Pub. L. No. 93-415 (1974), 42 U.S.C. 5601. For more information on the JJDP and compliance monitoring, please visit:
<http://www.ojjdp.ncjrs.gov/compliance/index.html>

INSTRUCTIONS FOR INDIVIDUAL SECTIONS

SECTION I

Agency Name: Please enter the name of the reporting agency.

Facility Name: Enter the name of your detention facility

Facility Address: Enter the physical address of your facility. Please include your zip code.

County: Enter the county in which your facility resides.

Jurisdiction: Please check the box that defines whether your facility is within the “city” or “county” jurisdiction.

SECTION II

Please check the month that is being reported; only check one month per report.

Minors detained in this facility during the month: Please check “Yes” or “No” to the question “*Were minors detained in this facility during the reporting month*”.

- If “Yes” is checked, proceed to Section III.
- If “No” is checked, skip Section III and Section IV, fill out Section V and return to the CSA.

SECTION III *(DIRECTIONS FOR THIS SECTION HAVE BEEN MODIFIED):*

For this section, please document the number of delinquent minors (WIC 602) held in either secure or nonsecure detention during each month for each time frame. **Do not include status offenders (WIC 601) or nonoffenders (WIC 300) in this section-please see Section IV.**

Number of minors held 6 hours or less: In the spaces provided to the right, please enter the number of minors that were held in your facility for six (6) hours or less for the reporting month, for both secure and non-secure detention.

Number of minors held over 6 hours: In the spaces provided to the right, please enter the number of minors that were held in your facility for over 6 hours for the reporting month, for both secure and non-secure detention. *If minors were held in your facility over 6 hours, please briefly explain the reason for the 6-hour rule violation in the space provided.*

Total number of minors held: In the spaces provided to the right, please enter the total number of minors that were held in your facility for the reporting month, for both secure and non-secure detention. These numbers should be a total of the columns.

References: JJDPA Section 223 (a) [13], WIC Section 207.1 (d) (1) (B), Title 15-Section 1150

SECTION IV *(THIS IS A NEW SECTION REQUESTING ADDITIONAL INFORMATION):*

Please indicate the number of status offenders (WIC 601) and nonoffenders (WIC 300) held in secure detention in your facility during each month. *Please note, the JJDPA, WIC Sections 206 and 207 prohibit the secure detention of status offenders and nonoffenders.*

References: JJDPA Section 223 (a) [11], WIC Section 206, WIC Section 207

SECTION V

This section requires the information for both the reporting person **and** the Department Head. Please print both names including each person’s title, telephone number and date.

DEFINITIONS

Minor: A person under 18 years of age.

Temporary Holding: A local detention facility constructed after January 1, 1978, used for the confinement of persons for 24 hours or less pending release, transfer to another facility, or appearance in court.

Lockup: A room or secure enclosure under the control of a sheriff or other peace officer that is primarily for the temporary confinement of adults upon arrest. A minor may be securely confined in a lockup only as provided in Section 207.1(d) WIC.

Type I: A local detention facility used for the detention of persons for not more than 96 hours, excluding holidays, after booking. May also detain persons on court order either for their own safekeeping or sentenced to a city jail as an inmate worker and may house inmate workers sentenced to the county jail provided such placement in the facility is made on a voluntary basis on the part of the inmate.

Administrative Station: Administrative Stations are law enforcement facilities that do not have a locked holding room. These may include, but are not limited to: store-fronts, substations, and some police departments where the public is served, law enforcement officers write reports, use the telephone, interview victims and witnesses, and conduct other administrative functions.

Jail: A Jail is an adult detention facility, the purpose of which is to detain sentenced and non-sentenced adults (not including inmate workers). These facilities are defined as Type II, III, or IV local adult detention facilities as defined in Section 1006, Title 15, California Code of Regulations. *Caution: Minors may generally not be detained in jails but may be detained in buildings that contain jails – see WIC Section 207.1 for exception.

Nonoffender: A nonoffender is a minor who is considered a dependent of the court. Welfare and Institutions Code (WIC) Section 300 defines nonoffenders; according to the Juvenile Justice and Delinquency Prevention Act and WIC Section 206, nonoffenders must not be held in secure detention in a jail or lockup.

Secure Detention: Secure Detention occurs when a minor (under 18) is locked in a room/enclosure and/or secured to a cuffing fixture or other stationary object while in custody in a law enforcement facility for any length of time.

Status Offender: A status offender is a minor who has committed an act which would not be considered criminal had it been committed by an adult. Status offenders are defined by Welfare and Institutions Code (WIC) 601 and include acts such as: disobeying parents, violating curfew, truancy and running away. A minor may be in violation of a municipal code that establishes curfew; such a violation would be considered a status offense. According to the federal Juvenile Justice and Delinquency Prevention Act (JJDPA) and WIC 207, status offenders must not be held in secure detention in a jail or lockup.

Non-Secure Detention: Non-Secure Detention occurs when a minor's freedom is controlled by the staff of the facility; and (1) the minor is under constant personal visual observation and supervision by staff of the law enforcement facility; (2) the minor is not locked in a room or enclosure; and (3) the minor is not physically secured to a cuffing rail or other stationary object.